

Request for Proposals



City of Minneapolis

Emergency Solutions Grant Homelessness Prevention and Rapid Re-Housing Programming

September 9, 2013

Proposals Due by: 4:00 p.m. Thursday, October 10, 2013



September 9, 2013

MEMORANDUM

To: PROSPECTIVE APPLICANTS

**Re: Request for Proposals (RFP) for 2013 Emergency Solutions Grant (ESG)
Homelessness Prevention/Rapid Re-Housing Programming**

Dear Applicant:

The City of Minneapolis is soliciting proposals for its 2013 Emergency Solutions Grant (ESG) funding. Allocated from HUD to the City of Minneapolis, ESG funds provide housing options to persons who are homeless or are threatened with homelessness. Eligible applicants include non-profit organizations that can contract with the City of Minneapolis, in compliance with Federal regulations and have capacity to carry out eligible activities.

This RFP for ESG funds is for the provision of rapid re-housing and homelessness prevention services. Between rapid re-housing and homelessness prevention services preference is given to funding rapid re-housing services. Applicants may propose programming servicing both types of programming, however, the City seeks to prioritize rapid re-housing services for those currently homeless and in shelter. Projects funded under both activities may provide housing relocation and stabilization financial assistance/services and/or rental assistance. Projects funded through this RFP will need to demonstrate compliance with the Heading Home Hennepin strategic plan as well as the City's Consolidated Plan and the criteria outlined in this RFP.

Selected projects have up to 24 months after the date of the city's signed HUD grant agreement (June 12, 2015) to expend ESG funds covered under this RFP.

There is approximately \$160,000 of ESG funding available, for programming that is ready for implementation, beginning February 1, 2014. Please note that the amount of this year's ESG is significantly less than last year's allocation. Thus, the City will be giving funding priority to those projects that were funded in the 2012 funding round.



An original and three (3) copies of the completed application are due **no later than 4:00 p.m. Thursday, October 10, 2013** to:

ESG RFP
Proposal for ESG HP/RR Programming
City of Minneapolis Procurement Division
330 Second Avenue South, Room 552
Minneapolis, MN 55401-2211

The envelope must be marked referencing the project: Proposal for ESG HP/RR Programming. Proposals received after the deadline will not be considered.

Applicants considered for ESG funding may be required to submit documents demonstrating capacity to implement ESG programming in a timely manner. Organizations will be awarded ESG funds based on their application and demonstrated ability to comply with all Federal regulations associated with the funding, including 24 CFR part 576 (Code of Federal Regulations). Other requirements include, but are not limited to City of Minneapolis Code of Ordinances Chapters 139 and Chapter 423. Prior recipients of Minneapolis Services ESG will be prioritized in this selection process.

The following is a listing of key proposal and project milestones:

RFP Release	September 9, 2013
Questions on RFP due	September 23, 2013
Written responses to questions provided by	September 27, 2013
Proposals due	4:00 p.m. Thursday, October 10, 2013
Estimated selection	December 2013
Estimated contract approval	January 2014
Estimated contract execution	January 2014
ESG funded services begin	February 1, 2014
Estimated services end	May 31, 2015



Department Contact / Requests for Clarification

Prospective responders may direct questions in writing only to:

Tiffany Glasper
Minneapolis CPED
105 Fifth Ave. S.
Minneapolis, MN 55401
Email: tiffany.glasper@minneapolismn.gov

All questions with regard to this RFP are due to the department contact no later than September 23, 2013; answers will be posted by September 27, 2013 on the City's web site at: The department contact person is the only individual who can be contacted about the project by proposers before proposals are submitted. The department contact cannot vary the terms of the RFP.

1. Evaluation Criteria

The following are the key criteria that will be used to evaluate the proposals:

- A. Quality, thoroughness and clarity of proposal (applications that are not complete may be rejected)
- B. Organization capacity, programming readiness, qualifications and experience of staff (references may be requested)
- C. Scope of proposal and its ability to meet HUD and Heading Home Hennepin priorities, goals and objectives (found at <http://www.hudhre.info/esg/index.cfm> and <http://headinghomeminnesota.org/hennepin>)
- D. Financial responsibility and capacity of organization
- E. Organization management's approach and involvement for a successful project
- F. Small & Underutilized Business participation
- G. Insurance coverage as appropriate for the services



2. Addendums

If any addendums are needed for this Request for Proposal, they will be posted on the City of Minneapolis web site at: www.ci.minneapolis.mn.us/cped/rfp/cped_rfp

If you need application materials in an alternative format, please notify the department by email at tiffany.glasper@minneapolismn.gov or TTY (612) 673-2157 (General City Information). Please allow a reasonable amount of time for special needs accommodation.

Application Package

- I. ESG Program Funding Information***
- II. Application and Narratives Required for ESG Proposals***
- III. ESG Application Budget Worksheets***
- IV. RFP Terms and Conditions***

Future Materials to be requested for any contract negotiation may include, but are not limited to the following items:

- a. Certificate of Compliance with Affirmative Action Plan***
- b. Certificate of Consistency with Continuum of Care plan***
- c. Agency policy for evaluating eligibility for ESG assistance***
- d. Agency's policies and procedures for type, amount, and duration of rental assistance***
- e. Agency procedures for determining client eligibility for assistance***
- f. Comprehensive Annual Financial Report & Findings (no significant findings)***
- g. Copy of most recent performance reports for programming similar to Emergency Solutions Grant.***